

DEPUTY COMMISSIONER-HIGHWAYS

Y013
NC
JG XVIII
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for directing and administering the activities of the Division of Highways. The incumbent directs and organizes the planning, construction and maintenance of the roads, highways and bridges of Erie County. Work is performed under the general direction of the Commissioner of Public Works with leeway allowed for the exercise of independent judgment. Supervision is exercised over a large number of division personnel through staff assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes and directs the design, construction, maintenance and improvement of roads, highways and bridges in Erie County;
Directs the preparation of plans, specifications, and estimates for the erection and repairs of bridges and the construction and maintenance of highways;
Directs the inspections of town highways and bridges in Erie County;
Plans and supervises snow removal on County roads and State highways in Erie County;
Assists in the preparation of an annual budget showing the work to be done in the following year and the estimated cost of operating the division, and prepares an annual report to the Legislature;
Attends hearings for the improvement or elimination of grade crossings; and supervises the work of making preliminary surveys, plans and estimates;
Attends meetings with and consults representatives of Town, County, State and Federal Governments;
Receives and acts upon complaints and requests from the general public; and attends Town Board meetings when requested;
Executes special reports on requests, performs such other duties and makes such reports as required by the Commissioner of Public Works.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the construction, installation, maintenance, and repair of bridges, highways and related structures; thorough knowledge of the administration of a highway division; ability to supervise and coordinate all bridge and road repair and maintenance activities; ability to compile data and to prepare reports; ability to supervise and coordinate divisional business management activities; initiative and resourcefulness; sound judgment; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree and seven (7) years of experience in highways maintenance and construction, at least two (2) years of which were in an administrative capacity; or:

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MINIMUM QUALIFICATIONS: continued

B) Graduation from high school or possession of a high school equivalency diploma and eleven (11) years of experience in highway maintenance and construction, at least two (2) years of which were in an administrative capacity; or:

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

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